

## **Historic, Archive Document**

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PMA PROCEDURE TRANSMITTAL

NOTICE

Reserve

CHANGE IN ADDRESS - NEW YORK, N.Y.: The Grain Branch Office, formerly located at 225 Broadway New York, N. Y. is now located in the Federal Office Building 90 Church Street, Room 626, New York 7, New York. Telephone: REctor 2-9100 Ext. 297.

NEW RELEASES

PMA 101.2  
Exhibit A-11  
(Supersedes  
Exhibit A-11,  
dated 9-11-46)

ADMINISTRATIVE AUTHORITIES - DAIRY BRANCH: Remove from the Manual Exhibit A-11, "Administrative Authorities - Dairy Branch" dated 9-11-46 (Instruction 101.2) and substitute attached revision (pages 1 and 2) of the Exhibit. The revision clarifies delegated authorities and brings up to date the locations of offices and areas of responsibility. (Distribution to A;B-05,12,15,21,26, (field only) L).

PMA 111.24  
10-20-47

CCC OPERATING RELATIONSHIPS: Sets forth specific provisions covering operations of CCC offices and their relationships with other PMA offices in carrying out responsibilities assigned to the Assistant Administrator for CCC in PMA Instruction 111.1 and Secretary's Memorandum 1188.

CHANGES

PMA PROCEDURE CLASSIFICATION CHART: Under "4 Office Services" add "Mailing Lists" after "446" under "Communications."

ADMINISTRATIVE  
NOTICE NO. 73  
10-1-47

HEADQUARTERS OF ADMINISTRATOR'S FIELDMEN: In the column headed "Names", change "Elmer F. Druse" to "Elmer F. Kruse." In the column headed "Headquarters," the Oklahoma address should include zone "2."

113.1  
Exhibit B-8  
6-14-46

ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES: The address shown for the Kansas City Office should be changed to "300 Interstate Building 417 East 13th Street, Kansas City 6, Missouri." (This address appears twice.)

127.15  
7-11-47

PMA MAILING LISTS: Change the number of this Instruction from 127.15 to 446.1 and refile it numerically in the "400" series in the manual (Distribution to A;B (Washington only.)

OBSOLETE

The following forms are obsolete and existing stocks are to be disposed of in accordance with PMA Instruction 456.1

PMA-362

(3-5-47)

Trial Balance

Superseded by PMA-362(8-29-47)

PMA-362A

(3-6-47)

Trial Balance

Superseded by PMA-362A(8-29-47)

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ADMINISTRATIVE AUTHORITIES - DAIRY BRANCH

THE FOLLOWING EMPLOYEES, DESIGNATED BY TITLE, ARE AUTHORIZED TO INITIATE PERSONNEL ACTIONS, EXCEPT THOSE INVOLVING POSITIONS IN GRADES ABOVE CAF-9 OR P-3; TO APPROVE REQUISITIONS FOR SUPPLIES, REQUISITIONS FOR EQUIPMENT NOT IN EXCESS OF \$100.00, AND VOUCHERS FOR PETTY PURCHASES; TO DIRECT TRAVEL AS AUTHORIZED IN STATION LETTERS OF AUTHORIZATION; TO CERTIFY TIME AND ATTENDANCE REPORTS FOR ALL EMPLOYEES UNDER THEIR SUPERVISION AND OVERTIME SERVICES OF NACC EMPLOYEES UNDER THEIR SUPERVISION

ACTIVITY	APPROVING OFFICIAL	LOCATION	AREA OF RESPONSIBILITY	SEND REQUIRED FORMS TO BU OR FI AREA OFFICE IN
DAIRY GRADERS AND SAMPLERS	REGIONAL SUPERVISOR	NEW YORK, N.Y.	NORTHEAST EXCEPT WEST VIRGINIA PLUS VIRGINIA, NORTH CAROLINA, AND SOUTH CAROLINA	NEW YORK
	" "	CHICAGO, ILL.	MIDWEST PLUS KENTUCKY, TENNESSEE WEST VIRGINIA, COLORADO AND KANSAS	CHICAGO
	" "	DALLAS, TEXAS	ALABAMA MISSISSIPPI ARKANSAS NEW MEXICO FLORIDA OKLAHOMA GEORGIA TEXAS LOUISIANA	DALLAS
	" "	SAN FRANCISCO, CALIF.	WESTERN	SAN FRANCISCO
EGG AND POULTRY GRADERS AND SAMPLERS	" "	NEW YORK, N. Y.	NORTHEAST EXCEPT WEST VIRGINIA, PLUS VIRGINIA, NORTH CAROLINA, AND SOUTH CAROLINA	NEW YORK
	" "	CHICAGO, ILL.	ILLINOIS OHIO INDIANA TENNESSEE KENTUCKY WEST VIRGINIA MICHIGAN WISCONSIN	CHICAGO
	" "	DES MOINES, IOWA	COLORADO MISSOURI IOWA NEBRASKA KANSAS NORTH DAKOTA MINNESOTA SOUTH DAKOTA	CHICAGO
	" "	DALLAS, TEXAS	ALABAMA MISSISSIPPI ARKANSAS NEW MEXICO FLORIDA OKLAHOMA GEORGIA TEXAS LOUISIANA	DALLAS
	" "	SAN FRANCISCO, CALIF.	WESTERN	SAN FRANCISCO
DRESSED POULTRY INSPECTORS AND CLERICAL PERSONNEL FOR DRESSED POULTRY INSPECTION	" 1/	PHILADELPHIA, PA	NORTHEAST PLUS FLORIDA, GEORGIA NORTH CAROLINA, SOUTH CAROLINA, AND VIRGINIA	NEW YORK
	" 1/	CHICAGO, ILL.	ALABAMA MINNESOTA ARKANSAS MISSISSIPPI ILLINOIS MISSOURI INDIANA OHIO KENTUCKY TENNESSEE MICHIGAN WISCONSIN	CHICAGO
	" 1/	OMAHA, NEBR.	COLORADO NORTH DAKOTA IOWA OKLAHOMA KANSAS SOUTH DAKOTA MONTANA TEXAS NEBRASKA WYOMING NEW MEXICO LOUISIANA	CHICAGO
	" 1/	SACRAMENTO, CALIF.	WESTERN EXCEPT MONTANA AND WYOMING	SAN FRANCISCO
LABORATORY AND CLERICAL PERSONNEL FOR LABORATORY	OFFICER IN CHARGE	CHICAGO, ILL. SAN FRANCISCO, CALIF.	CHICAGO, ILL. SAN FRANCISCO, CALIF.	CHICAGO SAN FRANCISCO
CLERICAL PERSONNEL OF INSPECTION AND GRADING DIVISION	" " "	BOSTON, MASS. NEW YORK, N.Y. PHILADELPHIA, PA.	BOSTON, MASS. NEW YORK, N.Y. PHILADELPHIA, PA.	NEW YORK " " " "
	" " "	CHICAGO, ILL. DES MOINES, IOWA MINNEAPOLIS, MINN. KANSAS CITY, MO. ST. LOUIS, MO. MILWAUKEE, WIS. TOPEKA, KANSAS OMAHA, NEBR.	CHICAGO, ILL. DES MOINES, IOWA MINNEAPOLIS, MINN. KANSAS CITY, MO. ST. LOUIS, MO. MILWAUKEE, WIS. TOPEKA, KANSAS OMAHA, NEBR.	CHICAGO " " " " " " " " " " " "
	" " "	DALLAS, TEXAS	DALLAS, TEXAS	DALLAS
	" " "	LOS ANGELES, CALIF. SAN FRANCISCO, CALIF. PORTLAND, OREGON SEATTLE, WASH.	LOS ANGELES, CALIF. SAN FRANCISCO, CALIF. PORTLAND, OREGON SEATTLE, WASH.	SAN FRANCISCO " " " " " "
TECHNICAL AND CLERICAL PERSONNEL OF MARKET NEWS DIVISION	" " "	BOSTON, MASS. NEW YORK, N.Y. PHILADELPHIA, PA.	BOSTON, MASS. NEW YORK, N.Y. PHILADELPHIA, PA.	NEW YORK " " " "
	" " "	CHICAGO, ILL. CINCINNATI, OHIO CLEVELAND, OHIO DETROIT, MICH. MADISON, WIS. ST. LOUIS, MO.	CHICAGO, ILL. CINCINNATI, OHIO CLEVELAND, OHIO DETROIT, MICH. MADISON, WIS. ST. LOUIS, MO.	CHICAGO " " " " " " " " " "

1/ AUTHORIZED TO APPROVE AND CERTIFY OCCASIONAL OVERTIME, WHICH IS REIMBURSABLE.

DISTRIBUTION: A;  
10-22-47 B-05,12,15,16,21,26 (field only)  
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ADMINISTRATIVE AUTHORITIES - DAIRY BRANCH

THE FOLLOWING EMPLOYEES, DESIGNATED BY TITLE, ARE AUTHORIZED TO INITIATE PERSONNEL ACTIONS, EXCEPT THOSE INVOLVING POSITIONS IN GRADES ABOVE CAP-9 OR P-3; TO APPROVE REQUISITIONS FOR SUPPLIES, REQUISITIONS FOR EQUIPMENT NOT IN EXCESS OF \$100.00, AND VOUCHERS FOR PETTY PURCHASES; TO DIRECT TRAVEL AS AUTHORIZED IN STATION LETTERS OF AUTHORIZATION; TO CERTIFY TIME AND ATTENDANCE REPORTS FOR ALL EMPLOYEES UNDER THEIR SUPERVISION AND OVERTIME SERVICES OF NACC EMPLOYEES UNDER THEIR SUPERVISION.

ACTIVITY	APPROVING OFFICIAL	LOCATION	AREA OF RESPONSIBILITY	SEND REQUIRED FORMS TO EM OR FI AREA OFFICE IN
TECHNICAL AND CLERICAL PERSONNEL OF MARKET NEWS DIVISION (CONTINUED)	OFFICER IN CHARGE	NEW ORLEANS, LA.	NEW ORLEANS, LA.	DALLAS
	" " "	ATLANTA, GA.	ATLANTA, GA.	ATLANTA
	" " "	LOS ANGELES, CALIF.	LOS ANGELES, CALIF.	SAN FRANCISCO
	" " "	SAN FRANCISCO, CALIF.	SAN FRANCISCO, CALIF.	" "
	" " "	PORTLAND, ORE.	PORTLAND, ORE.	" "
	" " "	SEATTLE, WASH.	SEATTLE, WASH.	" "

THE AUTHORITIES CITED ABOVE ARE NOT EXTENDED TO THE OFFICIALS DESIGNATED BELOW. THE FOLLOWING OFFICIALS ARE AUTHORIZED ONLY TO CERTIFY TIME AND ATTENDANCE REPORTS FOR ALL EMPLOYEES UNDER THEIR SUPERVISION AND CERTIFY OVERTIME SERVICES OF NACC EMPLOYEES UNDER THEIR SUPERVISION:

FEDERAL STATE SUPERVISOR	OMAHA, NEBR.	NEBRASKA	CHICAGO
" " "	LANSING, MICH.	MICHIGAN	"
" " "	TOPEKA, KANSAS	KANSAS	"
" " "	DES MOINES, IOWA	IOWA	"
" " "	MADISON, S. DAK.	SOUTH DAKOTA	"



UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PMA 111.24

CCC OPERATING RELATIONSHIPS

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I PURPOSE

This Instruction prescribes procedure necessary to give effect to that part of PMA Instruction 111.1 applicable to CCC and related programs assigned to the Assistant Administrator for CCC, pursuant to Secretary's Memorandum No. 1188. CCC programs include loan, purchase, sales, inventory, domestic and foreign supply. Related programs include Section 32, and other non-CCC financed programs assigned to the Assistant Administrator for CCC by the Administrator.

II PROGRAM FORMULATION AND ADMINISTRATION

A General - The powers and authority of branches to develop and administer CCC and related programs will continue in force and effect. However, in order to bring about coordination in the development, implementation, and administration of such programs, the Assistant Administrator for CCC shall arrange for participation, within their respective areas of responsibility, by the Assistant Administrators for Production and for Marketing, the Controller, the Budget and Management, Fiscal, Shipping and Storage, Price Support and Foreign Supply, and other branches or offices of PMA concerned, in the formulative stages of such programs.

B Program Docket Initiation - Branches shall have prime responsibility for the timely initiation of program dockets involving CCC and related activities and for their presentation to the Board.

C Program Procedure Approval - Commodity branches shall have prime responsibility for initiating program procedures and instructions to implement program dockets approved by the Board. Such procedures and instructions for CCC and related programs shall, after clearance with appropriate staff officers and branches concerned, be approved by the Assistant Administrator for CCC, or his designee, before release, in accordance with governing PMA instructions.

D Detailed Operating Procedure Issuance - Each branch director shall be responsible for preparing and issuing detailed operating procedures and instructions for carrying out CCC and related programs assigned to him, in conformity with policies established in program dockets approved by the Board and program procedures and instructions approved by the Assistant Administrator for CCC, or his designee, provided, however, that any instructions or procedures which affect the work of another branch or a staff office shall be approved by such other branch or staff office and by the Assistant Administrator for CCC or his designee before release, in accordance with governing PMA instructions.

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CCC OPERATING RELATIONSHIPS

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## (II)

E Program Execution - The execution of programs or phases of programs involving direct contact between PMA and farmers will continue to be assigned to either PMA State or county offices, or both. To the extent practicable, other phases of program execution shall be assigned to the CCC field offices. These assignments shall be consistent with the policy for utilizing normal trade facilities for the conduct of program operations when advantageous to the Corporation or required by law or policy.

F Program Accountability - The branch initiating programs shall be primarily responsible for and accountable to the Assistant Administrator for CCC for the progress and status of CCC and related programs for which it is responsible including a final report on the programs.

## III CORRESPONDENCE ON CCC AND RELATED PROGRAMS

A The Assistant Administrator for CCC shall arrange for clearance of all correspondence on CCC and related programs which deals with policy or commitments or is over-all in character with the branches and staff offices of PMA concerned with or affected by such correspondence.

B Branch directors or their designees are authorized to sign correspondence on CCC and related program matters which come within their assigned areas of responsibility and which does not involve changes in established policy, does not constitute unapproved commitments against CCC and does not involve the assigned responsibilities of other branches or staff offices. (Commitments as used herein do not include actions by duly authorized contracting officers on approved programs.)

## IV OPERATING RELATIONS BETWEEN CCC FIELD OFFICES AND ASSISTANT ADMINISTRATOR FOR CCC

The Assistant Administrator for CCC will exercise direct supervision over activities of CCC field offices which are of an over-all character, both program and administrative. This will include (a) policy and long-term administrative determinations (annual budgets, form of organizations, personnel ceilings, selection of key personnel, etc.), (b) questions involving initial determinations or novel circumstances. In carrying out this administrative supervision the Assistant Administrator for CCC will collaborate with the B&M Branch and other staff branches and offices.

## V OPERATING RELATIONS BETWEEN CCC FIELD OFFICES AND COMMODITY AND FUNCTIONAL BRANCHES

Within the limits of policy and procedure approved by the Assistant Administrator for CCC, commodity and functional branches will provide technical direction necessary for the day-to-day operations of the CCC field offices.



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 CCC OPERATING RELATIONSHIPS
 

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 VI OPERATING RELATIONS BETWEEN CCC FIELD OFFICES - STATES, COUNTIES,  
COMMODITY BRANCH FIELD OFFICES

Subject to limitations of Washington policy and technical direction, the Director of each CCC field office is hereby delegated the authorities necessary for the administration of programs in his area, including authority for necessary field interpretations on CCC programs and policy. States and counties and commodity branch field offices may consider the CCC field offices the source of local information and interpretation on CCC programs and are invited to call on these offices for such service and assistance as they may need in carrying out CCC programs.

## VII USE OF ORGANIZATION NAME

A Washington - Correspondence dealing exclusively with CCC corporate matters and requiring the signature of a corporate officer (President, Vice President, Secretary, Treasurer, Controller, Contracting Officer) shall be prepared under CCC letterhead as indicated below. (General correspondence involving CCC matters may be prepared under the usual branch letterhead.)

CCC Washington Letterhead:

United States Department of Agriculture  
Production and Marketing Administration  
Commodity Credit Corporation

B Field - Field offices of CCC shall make full and complete use of the organization name of CCC for correspondence, forms, procedures, etc.

 1 Field Letterhead:

United States Department of Agriculture  
Production and Marketing Administration  
Commodity Credit Corporation  
(City Location)

2 Directory Listings, Name Plates, Etc. - The standard listing for CCC field offices shall be the same as the letterheads, with the addition of street address and telephone number where appropriate.

3 Official Title of Directors, Field Offices - The official title shall be:

CCC OPERATING RELATIONSHIPS

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(VII B 3)

Director, \_\_\_\_\_ Office  
Commodity Credit Corporation  
United States Department of Agriculture  
Production and Marketing Administration  
(City Location)

C Forms, Procedures, Etc. - Forms, procedures, etc., developed exclusively for CCC use shall be clearly identified by including the name Commodity Credit Corporation in the heading and wherever required in the body.

VIII FIELD OFFICES OF FISCAL AND SHIPPING AND STORAGE BRANCHES NOT  
DESIGNATED AS CCC FIELD OFFICES

Field offices of the FI and SS Branches not designated as CCC Field Offices shall continue to operate as field offices of their respective branches. These offices shall use their present form of letterhead and shall continue to show CCC identity on transactions involving the CCC.

IX EFFECTIVE DATE

This Instruction shall take effect immediately.

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